

Hall of Records
Commission

QUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. **C-215**
PAGE NO. **1**

1. Requesting Agency - **MONTGOMERY COUNTY
DEPARTMENT OF POLICE PROTECTION**

2. Division or Bureau of Requesting Agency
POLICE STATIONS

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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1. **CASE REPORTS**

File Arrangement: Alphabetical by type of case, then chronological

These files, maintained at each station, are the reports of investigating officers (uniformed or detective) on crimes committed within the County. A copy of each report is sent to Headquarters (see Schedule C-214 Item 4) and is the official copy. The station copy is used for reference by the station personnel while the case is still open, and occasionally after disposition has been made.

RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.

2. **ACCIDENT REPORTS**

File Arrangement: Monthly, then by report number

Each police station retains the pencil copy of accident reports prepared by the officers assigned to the station. The official copy is maintained by Headquarters, (Schedule C-214 Item 2).

RECOMMENDATION: RETAIN STATION COPY THREE YEARS, THEN DESTROY.

3. **CRIMINAL ARREST CARD**

Dates: 1930 --
Size: 5" x 8"
File Arrangement: Alphabetical by name

**APPROVED
HALL OF RECORDS COMMISSION**

7. Agency, Division or Bureau Representative

James S. McQuilley
Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

10/3/1961
Date

Morris S. Stultz
Archivist

NOV 13 1961

Date

Ludwig H. H. H.
Secretary

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4. Item No. 5. Description of Records
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

3. **CRIMINAL ARREST CARD (Continued)**

Each station retains a copy of each criminal arrest card prepared from the arrest warrant. A copy is also retained permanently at Headquarters, (Schedule C-215, Item 10).

RECOMMENDATION: RETAIN STATION COPY THREE YEARS, THEN DESTROY.

4. **TRAFFIC ARREST CARDS**

Size: 5" x 8"

File Arrangement: Alphabetical by name

An original and one copy of this form are prepared from the traffic summons in the following cases: Leaving Scene of an Accident; Driving Under the Influence; Racing; Turning Off Lights to Avoid Identification; School Bus Violations; Exceeding 60 MPH; Revoked or Suspended License; Reckless Driving; any felonies involving motor vehicles; charges arising from fatal or serious personal injury accidents; and all charges against Montgomery County Taxicab Operators. Both copies are retained at the station until the case disposition can be noted. Then one copy is sent to Headquarters, (Schedule C-215, Item 9), and the other is filed at the station for reference. The latter copy is non-record within the meaning of the statute governing non-record material (Annotated Code of Maryland, 1957 Edition, Article 41, Sec. 179) and may be destroyed as soon as it ceases to have administrative value to the office.

5. **TELEPHONE LOG AND COMPLAINT RECORDS**

Dates: 1955 --

File Arrangement: Chronological

This record is a log maintained by each station of telephone calls or personal visits by citizens to the station regarding complaints or requests. The log notes the disposition of the call and the person receiving the information.

RECOMMENDATION: RETAIN SIX YEARS AT STATION, THEN DESTROY.

6. **ARREST BOOK**

Dates: 1930 --

File Arrangement: Chronological

A ledger book is maintained by each station with notes for each individual arrested, the date and time of arrest, the name and description of the person arrested, the charge, collateral set, and the names of the arresting officer and Justice of the Peace.

RECOMMENDATION: RETAIN AT STATION ONE YEAR AFTER BOOK IS FILLED, THEN RETIRE TO COUNTY RECORDS CENTER AND RETAIN PERMANENTLY.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS

NOV 13 1961

Andrew Steubert, Jr.

SECRETARY

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
7.	<p><u>SUMMONS BOOK</u></p> <p>File Arrangement: Chronological</p> <p>Every summons issued by the Circuit Court is listed in a Summons Book. They are returned if not served within a certain period.</p> <p>RECOMMENDATION: RETAIN AT STATION TWO YEARS AFTER DATE OF LAST ENTRY, THEN DESTROY.</p>	
8.	<p><u>PROPERTY BOOK</u></p> <p>File Arrangement: Chronological</p> <p>The Station Property Book lists all property turned into the station by citizens or officers finding property. The owner signs the book as a release upon claiming his property.</p> <p>RECOMMENDATION: RETAIN ONE YEAR AT STATION AFTER BOOK IS FILLED, THEN RETIRE TO COUNTY RECORDS CENTER AND RETAIN PERMANENTLY.</p>	
9.	<p><u>JAIL CARDS</u></p> <p>Dates: 1958 -- Size: 4" x 6" File Arrangement: Alphabetical by name</p> <p>A card is prepared for each person taken into custody at police stations. The card contains personal identification information, the charge, name of arresting officer, date and time of arrest, the fine or sentence imposed, property taken from and returned to defendant, and release date.</p> <p>RECOMMENDATION: RETAIN THREE YEARS, THEN DESTROY.</p>	
10.	<p><u>GENERAL FILES</u></p> <p>File Arrangement: Alphabetical by subject</p> <p>Each station maintains a general file containing copies of personal records for individuals assigned to the station, inter-departmental memoranda, correspondence with the public, copies of station reports, and other miscellaneous material. Material having continuing administrative value to the operation of the office should be retained while current.</p> <p>RECOMMENDATION: RETAIN THREE YEARS OR WHILE CURRENT, WHICHEVER IS LONGER, THEN DESTROY.</p>	<p>APPROVED BY BOARD OF PUBLIC WORKS</p> <p>NOV 13 1961</p> <p><i>Ludrum H. H. H. Jr.</i> SECRETARY</p>